



# The Surname Society

## **JOB DESCRIPTION FOR THE OFFICER POST OF TREASURER**

### **OVERVIEW**

The Treasurer shall be responsible for overseeing the finances of The Surname Society (or 'the Society'), its investment of funds, supervision of cash management activities and raising of capital to support the Society's expansion.

### **POSITION TYPE**

This is a non-salaried volunteer position appointed by the Committee bi-annually. The postholder must be a member of the Committee.

### **REQUIREMENTS**

- Must be willing to attend all Committee meetings of the Society
- Must be adept with the use of email, the internet and social media networks
- Must demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Must have strong networking capabilities that can be used for the benefit of the Society
- Must have the ability to foster and promote a collaborative team environment
- Must have knowledge and experience of bookkeeping practice for a charity, voluntary or not-for-profit group
- Should be familiar with the major research processes in surname studies
- Should have the ability to commit time to conduct the role well, including travel and attending events out of office hours
- Should have excellent communication skills (both verbal and written)

### **SPECIFIC TASKS**

Perform the following duties in furtherance of the Society's goals, including but not limited to:

- Administer all financial affairs of the Society
- Ensure Committee development and review of all financial budgets, policies and procedures
- Support any required auditing processes
- Keep receipts of all incoming and outgoing monies on the Society's account, bank all monies received, and pay all accounts in a timely manner
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Present financial reports to each Committee meeting
- Be a signatory on the Society's bank account
- Transfer all Society records within 28 days of term completion

### **TIME COMMITMENT**

The Treasurer's time commitment is, at a minimum, approximately five to ten hours per week.

Approved at the Committee meeting of The Surname Society: 18 October 2014